

# PHAPlans

5YearPlanforFiscalYears2000 -2004  
AnnualPlanforFiscalYear2002

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBEC OMPLETEDIN  
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

## **PHA Plan Agency Identification**

**PHAName:** ChelmsfordHousingAuthority

**PHANumber:** MA108

**PHAFiscalYearBeginning:(mm/yyyy)** 07/2002

### **Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:(select all that apply)**

- X Main administrative office of the PHA
- ☐ PHA development management offices
- X PHA local offices

### **Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at:(select all that apply)

- X Main administrative office of the PHA
- ☐ PHA development management offices
- X PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at:(select all that apply)

- X Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2000 -2004**  
[24CFRPart903.5]

**A.Mission**

State the PHA's mission for serving the needs of low -income, very low income, and extremely low -income families in the PHA's jurisdiction. (select one of the choices below)

☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

X The PHA's mission is: (state mission here)

"The Chelmsford Housing Authority is dedicated to meeting the needs of the elderly, disabled and families in need of affordable housing. Supportive services tailored to the needs of each group are considered of the utmost importance. Families will be offered support to continuously improve themselves, achieve self-sufficiency and eventually move towards home ownership. The disabled will be directed to the appropriate local services in order to meet their individual needs. The elderly will be offered supportive services in order to maintain their highest level of independence in a community environment and age in place. Each individual that comes in contact with the Chelmsford Housing Authority will be treated with respect, dignity and understanding. The Chelmsford Housing Authority recognizes the importance of a compassionate and dedicated staff to meeting the needs of diverse populations. Together with the Board of Commissioners, employees, residents and community members, the Chelmsford Housing Authority will strive to assist everyone in securing affordable housing and an environment in which they can continue to be valuable members of the community."

**B.Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHA may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targetssuch as: numbers of families served or PHAS scores achieved.) PHA should identify these measures in the space to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

X PHA Goal: Expand the supply of assisted housing  
Objectives:

X Apply for additional rental vouchers:

☐ Reduce public housing vacancies:

- X Leverage private or other public funds to create additional housing opportunities:
- X Acquire or build units or developments
- X Project Base up to 51 Section 8 Vouchers
  
- X PHA Goal: Improve the quality of assisted housing  
Objectives:
  - ☐ Improve public housing management: (PHA Score)
  - X Improve voucher management: (SEMAP score)
  - X Increase customer satisfaction:
  - X Concentrate one effort to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - ☐ Renovate or modernize public housing units:
  - ☐ Demolish or dispose of obsolete public housing:
  - ☐ Provide replacement public housing:
  - ☐ Provide replacement vouchers:
  - ☐ Other:
  
- X PHA Goal: Increase assisted housing choices  
Objectives:
  - X Provide voucher mobility counseling:
  - X Conduct outreach effort to potential voucher landlords
  - ☐ Increase voucher payment standards
  - X Implement voucher homeownership program:
  - X Implement public housing or other homeownership programs:
  - ☐ Implement public housing site -based waiting lists:
  - ☐ Convert public housing to vouchers:
  - X Other: Administer voucher programs in communities that do not have a PHA
- X Develop new housing units with private developers and publicly bid the use of Project based Section 8 Vouchers.

### **HUD Strategic Goal: Improve community quality of life and economic vitality**

- ☐ PHA Goal: Provide an improved living environment  
Objectives:
  - ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - ☐ Implement public housing security improvements:
  - ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)

- X Other: Build strategic partnerships with community organizations

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- X PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- X Increase the number and percentage of employed persons in assisted families:

- X Provide or attract supportive services to improve assistance recipients' employability:

- X Provide or attract supportive services to increase independence for the elderly or families with disabilities.

- X Other: Pursue resources from private/non-profit organizations to support individuals/families pursuing self-sufficiency.

**HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability:

- X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status, and disability:

- X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

- X Other: Develop partnerships with regional organizations that provide support to individuals with disabilities.

**Other PHA Goals and Objectives: (list below)**

- X Goal: Strategic Partnering

- X Educate community regarding role of the Authority

- X Build strong ties to local government

- X Cultivate housing opportunities with developers

- X Conduct outreach to area schools, colleges and universities to bring additional opportunities to families receiving assistance.

**AnnualPHAPlan**  
**PHAFiscalYear2002**

[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

X      **StandardPlan**

**StreamlinedPlan:**

☐

**HighPerformingPHA**

☐

**SmallAgency(<250PublicHousingUnits)**

X

**AdministeringSection8Only**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]NOTREQUIRED

**iii. AnnualPlanTableofContents**

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan ,includingattachments,andalistofsupporting documentsavailableforpublicinspection .

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### Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the filename in parentheses in the space to the right of the title.

#### Required Attachments:

- ☐ Admissions Policy for Deconcentration
- ☐ FY2002 Capital Fund Program Annual Statement
- ☐ Most recent board -approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- ☒ PHA Management Organizational Chart
  - ☐ FY2002 Capital Fund Program 5 Year Action Plan
  - ☐ Public Housing Drug Elimination Program (PHDEP) Plan
  - ☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
  - ☒ Other (List below, providing each attachment name)
- Attachment D: Resident Advisory Board MA108d02
- Attachment A: Progress on Five Year Plan MA108a02
- Attachment B: Resident Board Member MA108b02
- Attachment C: Section Project Based Assistance MA108c02
- Attachment E: HCV Homeownership Plan and Certification MA108e02
- Attachment F: Organizational Chart MA108f02
- Attachment G: HCV Homeownership Capacity Certification MA108g01

### Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
N/A Sec 8 only	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
N/A Sec 8 only	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A Sec 8 only	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A Sec 8 only	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
N/A Sec 8 only	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
N/A Sec 8 only	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
N/A Sec 8 only	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
N/A	The HUD -approved Capital Fund/Comprehensive Grant	Annual Plan: Capital Needs



<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
Sec 8 only	Program Annual Statement (HUD 52837) for the active grant year	
N/A Sec 8 only	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A Sec 8 only	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A Sec 8 only	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A Sec 8 only	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A Sec 8 only	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A Sec 8 only	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program X check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A Sec 8 only	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24CFR Part 903.79(a)]

### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income ≤ 30% of AMI	275	5	5	3	2	4	5
Income > 30% but ≤ 50% of AMI	201	5	5	3	2	4	4
Income > 50% but < 80% of AMI	329	5	5	3	2	3	2
Elderly	333	5	5	3	5	1	5
Families with Disabilities	224	5	5	3	5	1	3
African American	36	5	5	3	2	4	1
Hispanic	83	5	5	3	2	4	1
Asian/Pacific Isl.	273	5	5	3	2	4	1
American Indian	13	5	5	3	1	3	1

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- X Consolidated Plan of the Jurisdiction/s  
Indicate year: 1995 – State of Massachusetts
- X U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data  
Indicate year:
- ☐ Other housing market study  
Indicate year:
- X Other sources: (list and indicate year of information)  
Chelmsford Master Plan – 12/1996

## B. Housing Needsof FamiliesonthePublicHousingandSection8 Tenant-BasedAssistanceWaitingLists

State the housing needsof the families on the PHA's waiting list/s .Complete one table for each type of PHA -wide waiting list administered by the PHA. PHA may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needsof FamiliesontheWaitingList			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	184		75
Extremely low income <= 30% AMI	115	61%	
Very low income (> 30% but <= 50% AMI)	37	20%	
Low income (> 50% but < 80% AMI)	17	9%	
Families with children	125	67%	
Elderly families	8	4%	
Families with Disabilities	54	29%	
White	82	44%	
African-American	23	12%	
Hispanic	69	37%	
Asian/Pacific Island	3	1%	
American Indian	2	1%	
Other	12	6%	
Characteristics by Bedroom Size (Public Housing Only)	N/A Sec 8 only	N/A Sec 8 only	N/A Sec 8 only
1 BR			

Housing Needs of Families on the Waiting List			
2BR			
3BR			
4BR	N/A Sec 8 only	N/A Sec 8 only	N/A Sec 8 only
5BR			
5+BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 25 Months Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families on to the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off -line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed financed development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- X Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- X Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease -uprates by effectively screening Section 8 applicants to increase owner acceptance of program

- X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

### **Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- X Apply for additional section 8 units should they become available
- X Leverage affordable housing resources in the community through the creation of mixed -finance housing
- X Pursue housing resources other than public housing or Section 8 tenant -based assistance.
- X Project Base up to 20% of total units of Section 8 Assistance through a competitive bid process

### **Need: Specific Family Types: Families at or below 30% of median**

#### **Strategy 1: Target available assistance to families at or below 30% of AMI**

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- X Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant -based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- X Other: (list below)  
Mail Section 8 applications to all individuals on state public housing waiting list

### **Need: Specific Family Types: Families at or below 50% of median**

#### **Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☐ Adopt rent policies to support and encourage work
- X Other: (list below)  
Mail Section 8 applications to all individuals on state public housing waiting list

### **Need: Specific Family Types: The Elderly**

#### **Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly

- X Apply for special -purpose voucher targeted to the elderly, should they become available
- X Other: (list below)  
Mail Section 8 applications to all individuals on state public housing waiting list

### **Need: Specific Family Types: Families with Disabilities**

#### **Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- X Apply for special -purpose voucher targeted to families with disabilities, should they become available
- X Affirmatively market to local non -profit agencies that assist families with disabilities
- X Other:  
Mail Section 8 applications to all individuals on state public housing waiting list

### **Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

#### **Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- X Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

#### **Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- X Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- X Market the section 8 program to owners outside of areas of poverty/minority concentrations
- ☐ Other: (list below)

### **Other Housing Needs & Strategies: (list needs and strategies below)**

#### **(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

## **2. Statement of Financial Resources**

[24CFR Part 903.79(b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant-based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>		
a) Public Housing Operating Fund	N/A Sec 8 only	
b) Public Housing Capital Fund	N/A Sec 8 only	
c) HOPE VI Revitalization	N/A Sec 8 only	
d) HOPE VI Demolition	N/A Sec 8 only	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$2,385,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A Sec 8 only	
g) Resident Opportunity and Self-Sufficiency Grants	\$31,000	
h) Community Development Block Grant	N/A	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
i) HOME	N/A	
Other Federal Grants (list below)		
<b>Title III Grant</b>	\$7,000	Supportive Services
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	N/A Sec 8 only	
<b>4. Other income (list below)</b>		
<b>4. Non -federal sources (list below)</b>		
Privatedonations	\$80,000	Affordable Housing
Investment Income	\$10,000	Supportive Services
<b>Total resources</b>	\$2,483,000	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24CFR Part 903.79(c)]

#### **A. Public Housing**

Exemptions: PHA that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility** N/A Sec 8 only

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)



- ☐ When families are within a certain time of being offered a unit: (state time)  
☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☐ Criminal or Drug-related activity  
☐ Rental history  
☐ Housekeeping  
☐ Other (describe)

c. ☐ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☐ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC authorized source)

**(2) Waiting List Organization** N/A Sec 8 only

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☐ Community-wide list  
☐ Sub-jurisdictional lists  
☐ Site-based waiting lists  
☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☐ PHA main administrative office  
☐ PHA development site management office  
☐ Other (list below)

c. If the PHA plan to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously HUD-approved site-based waiting list plan)?  
 If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously?  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site -based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site -based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

**(3) Assignment** N/A Sec 8 only

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☐ Two
- ☐ Three or More

b. ☐ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences** N/A Sec 8 only

a. Income targeting:

- ☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfer take precedence over new admissions? (list below)

- ☐ Emergencies
- ☐ Overhoused
- ☐ Underhoused
- ☐ Medical justification
- ☐ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☐ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip subsection **(5)Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of the choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness

## Highrentburden

### Other preferences(select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

### 4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

### (5) Occupancy N/A Sec 8 only

#### a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☐ The PHA - resident lease
- ☐ The PHA's Admissions and (Continued) Occupancy policy
- ☐ PHA briefing seminars or written materials
- ☐ Other source (list)

#### b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☐ Anytime family composition changes
- ☐ At family request for revision
- ☐ Other (list)

### (6) Deconcentration and Income Mixing N/A Sec 8 only

a. ☐ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

☐ Adoption of site -based waiting lists  
If selected, list targeted developments below:

☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

☐ Other (list policies and development targeted below)

d. ☐ Yes ☐ No: Did the PHA adopt any changes to **other policies** based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher -income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower -income families? (select all that apply)

- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)
- b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☐ Criminal or drug-related activity
- ☐ Other (describe below)

### (2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
- ☐ Federal public housing
- ☐ Federal moderate rehabilitation

- ☐ Federal project -based certificate program  
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant -based assistance? (select all that apply)

- X PHA main administrative office  
☐ Other ( list below)

### **(3) Search Time**

a. X Yes ☐ No: Does the PHA give extensions on standard 60 -day period to search for a unit?

If yes, state circumstances below: Unable to locate a unit, reasonable accommodation

### **(4) Admissions Preferences**

a. Income targeting

X Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. X Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs** )

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
X Victims of domestic violence  
☐ Substandard housing  
☐ Homelessness  
☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability

- X Veterans and veterans' families
- X Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Household that contribute to meeting income goals (broad range of incomes)
- X Household that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- X Other preference(s) (list below)
- Disabled for Mainstream Voucher Program
- Project Based Assistance

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

#### Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

#### Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- 2 Veterans and veterans' families
- 2 Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Household that contribute to meeting income goals (broad range of incomes)
- 2 Household that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- 2 Other preference(s) (list below)
- Disabled



4. Among applicants on the waiting list with the equal preference status, how are applicants selected? (select one)

- ☐ Date and time of application  
X Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- X This preference has previously been reviewed and approved by HUD  
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers  
X Not applicable: the pool of applicant families ensure that the PHA will meet income targeting requirements

#### **(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission to any special -purpose section 8 program administered by the PHA contained? (select all that apply)

- X The Section 8 Administrative Plan  
X Briefing sessions and written materials  
☐ Other (list below)

b. How does the PHA announce the availability of any special -purpose section 8 programs to the public?

- X Through published notices  
X Other Outreach through media and mailings

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.79(d)]

##### **A. Public Housing Sec 8 Only N/A**

Exemptions: PHA that do not administer public housing are not required to complete sub 4A. -component

##### **(1) Income Based Rent Policies Sec 8 Only N/A**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one) **Sec8OnlyN/A**

☐ The PHA will not employ any discretionary rent -setting policies for income based rent in public housing. Income -based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub -component (2))

---or---

☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent **Sec8OnlyN/A**

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0  
☐ \$1-\$25  
☐ \$26-\$50

2. ☐ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below :

c. Rents set at less than 30% than adjusted income **Sec8OnlyN/A**

1. ☐ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) **SECTION 8 ONLY Y**

☐ For the earned income of a previously unemployed household member

- ☐ For increases in earned income
- ☐ Fixed amount (other than general rent -setting policy)  
If yes, state amount/s and circumstances below:
- ☐ Fixed percentage (other than general rent -setting policy)  
If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non -reimbursed medical expenses of non -disabled or non -elderly families
- ☐ Other (describe below)

e. Ceiling rents **Sec8OnlyN/A**

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)  
(select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high -rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply) **Sec8OnlyN/A**

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments

- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rentre -determinations: **Sec8OnlyN/A**

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply) **Sec8OnlyN/A**

- ☐ Never
- ☐ At family option
- ☐ Anytime the family experiences an income increase
- ☐ Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- ☐ Other (list below)

g. ☐ Yes ☐ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year? **Sec8OnlyN/A**

## **(2) Flat Rents** **Sec8OnlyN/A**

1. In setting the market -based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☐ The section 8 rent reasonableness study of comparable housing
- ☐ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

## **B. Section 8 Tenant -Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant -based assistance are not required to complete sub -component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant -based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies .

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually
- ☒ Other (list below)  
When the new Fair Market Rents are released

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☒ Other (list below)  
Market rents survey showing increases/decreases in cost of units.

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0
- ☐ \$1-\$25
- ☐ \$26-\$50

- b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24CFR Part 903.79(e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.
- X A brief description of the management structure and organization of the PHA follows:
- Board of Commissioners
  - Executive Director
  - Asst. Executive Director
  - Administrative Assistant
  - Housing Choice Program Manager
  - Supportive Services/FSS Program Coordinator
  - HCV Asst Manager
  - Program Receptionist

### **B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	N/A Section 8 only	N/A Section 8 only
Section 8 Vouchers	320	75
Section 8 Certificates	0	0
Section 8 Mod Rehab	N/A Section 8 only	N/A Section 8 only
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A Section 8 only	N/A Section 8 only
Public Housing Drug Elimination Program (PHDEP)	N/A Section 8 only	N/A Section 8 only
Section 8 Project Based	Up to 64 of the Vouchers	none

Other Federal Programs (list individually)	N/A Section 8 only	N/A Section 8 only

### **C. Management and Maintenance Policies**

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

Section 8 Administration Plan

Admissions and Occupancy Policy

Capitalization Policy

Drug Free Workplace Policy

Check Signing Authorization Policy

Criminal Records Management Policy

Disposition Policy

Equal Housing Opportunity Policy

Ethics Policy

Funds Transfer Policy

Investment Policy

Procurement Policy

Travel Policy

Reasonable Accommodation Policy

Personnel Policy

Section 8 Project Based Policy

## **6. PHA Grievance Procedures**

[24CFR Part 903.79(f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8 - Only PHAs are exempt from sub -component 6A.

### **A. Public Housing N/A Section 8 Only**

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24CFR Part 966, Subpart B, for residents of public housing?

If yes, list addition to federal requirements below:

2. Which PHA offices should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☐ PHA main administrative office
- ☐ PHA development management offices
- ☐ Other (list below)

### **B. Section 8 Tenant -Based Assistance**

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant -based assistance program and informal hearing procedures for families assisted by the Section 8 tenant -based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list addition to federal requirements below:

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
- ☐ Other (list below)

## **7. Capital Improvement Needs N/A Section 8 Only**

[24 CFR Part 903.79(g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities Sec 8 Only N/A**

Exemptions from sub -component 7A: PHA that will not participate in the Capital Fund Program may skip to component 7B. A ll other PHAs must complete 7A as instructed.

### **(1) Capital Fund Program Annual Statement Sec 8 Only N/A**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long -term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD -52837.

Select one:

- ☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan as Attachment (state name)



-or-

- ☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert there)

**(2) Optional 5 -Year Action Plan Sec 8 Only N/A**

Agencies are encouraged to include a 5 -Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD -52834.

- a. ☐ Yes ☐ No: Is the PHA providing an optional 5 -Year Action Plan for the Capital Fund? (if no, skip to sub -component 7B)

b. If yes to question a, select one:

- ☐ The Capital Fund Program 5 -Year Action Plan is provided as an attachment to the PHA Plan as Attachment (state name

-or-

- ☐ The Capital Fund Program 5 -Year Action Plan is provided below: (if selected, copy the CFP Optional 5 Year Action Plan from the Table Library and insert here)

**B. HOPE VI and Public Housing Development and Replacement Activities (Non -Capital Fund) Sec 8 Only N/A**

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☐ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development  
☐ Revitalization Plans submitted, pending approval

- ☐ Revitalization Plan approved
- ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

☐ Yes ☐ No: d) Will the PHA be engaging in any mixed -financed development activities for public housing in the Plan year?  
If yes, list developments or activities below:

☐ Yes ☐ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition Sec8OnlyN/A**

[24CFR Part 903.79(h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

### 2. Activity Description

☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number: <b>Sec8OnlyN/A</b>	
2. Activity type: Demolition	<input type="checkbox"/>
Disposition	<input type="checkbox"/>
3. Application status (select one)	
Approved	<input type="checkbox"/>

Submitted, pending approval <input type="checkbox"/>
Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development
7. Timeline for activity:
a. Actual or projected start date of activity:
b. Projected end date of activity:

## **9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities Sec 8 Only N/A**

[24CFR Part 903 .79(i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

### **2. Activity Description Sec 8 Only N/A**

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Designation type:
Occupancy by only the elderly <input type="checkbox"/>

Occupancy by families with disabilities <input type="checkbox"/>
Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **10. Conversion of Public Housing to Tenant -Based Assistance**

[24CFR Part 903.79(j)] **Sec 8 Only N/A**

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessment of Reasonable Revitalization Pursuant to section 202 of the HUD FY1996 HUD Appropriations Act**

1. ☐ Yes ☐ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)
2. Activity Description  
☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway

<input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

## **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9(k)]

### **A. Public Housing Section 8 Only N/A**

Exemptions from Component 11 A: Section 8 only PHAs are not required to complete 11 A.

1. ☐ Yes ☐ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied for

plantoapplytoadministeranyhomeownershipprogramsunder section5(h),theHOPEIprogram,orsection32oftheU.S. HousingActof1937(42U.S.C.1437z -4).(If“No”,skipto component11B;if“yes”,completeoneactivitydescriptionfor eachapplicableprogram/plan,unlesselectibletocompletea streamlinedsubmissiondueto **smallPHA** or **highperforming PHA**status.PHAscompletingstreamlinedsubmissionsmay skipto component11B.)

## 2.ActivityDescription

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## B. Section 8 Tenant Based Assistance

1.X Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the

PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

## 2. Program Description:

### a. Size of Program

X Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- X 25 or fewer participants  
☐ 26- 50 participants  
☐ 51 to 100 participants  
☐ more than 100 participants

### b. PHA -established eligibility criteria

☐ Yes X No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?  
If yes, list criteria below:

## **12. PHA Community Service and Self -sufficiency Programs**

[24 CFR Part 903.79(l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8 - Only PHAs are not required to complete sub -component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

#### 1. Cooperative agreements:

X Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 01/03/00

#### 2. Other coordination efforts between the PHA and TANF Agency (select all that apply)

- X Client referrals  
☐ Information sharing regarding mutual clients (for rent determinations and otherwise)

- X      Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐      Jointly administer programs
- ☐      Partner to administer a HUD Welfare-to-Work voucher program
- ☐      Joint administration of other demonstration program
- ☐      Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

**a. Self-Sufficiency Policies**

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐      Public housing rent determination policies
- ☐      Public housing admissions policies
- ☐      Section 8 admissions policies
- ☐      Preference in admission to section 8 for certain public housing families
- X      Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐      Preference/eligibility for public housing home ownership option participation
- X      Preference/eligibility for section 8 home ownership option participation
- ☐      Other policies (list below)

**b. Economic and Social self-sufficiency programs**

XYes ☐ No: Does the PHA coordinate, promote or provide any program to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self-Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method	Access (development office/	Eligibility (public housing or



		(waiting list/random selection/specific criteria/other)	PHAMainoffice/ otherprovidername)	section8 participantsor both)
StressManagement - Social workeroffersstressmanagement tipsandleadsdiscussionwith participantsregardingindividual situations.	22	<i>OpentoAll</i>	MainOffice	SectionOnlyPHA
“DressforSuccessClothing donatedbylocalorganizations, consignmentshopsand individualsmadeavailableto clientsgoingforjobinterviews and/orenteringtheworkforce.	32	<i>OpentoAll</i>	MainOffice	
HomeOwnershipPreparation Representativesfromlocalbanks speakwithclientsregarding stepsnecessarytopreparefor homeownership.	31	<i>OpentoAll</i>	MainOffice	
CreditReviewandCounseling - Clientsrequestcopiesoftheir creditreports.Togetherwsetup avenues toimprov e poorcredit.	12	<i>OpentoAll</i>	MainOffice	
Budgeting Individualmeetingssetupwith clientstoadvise themonhowto budgettheirincome.	21	<i>OpentoAll</i>	MainOffice	
VolunteerEveningChild -Care programWorkingwithyouth ministryfromlocalchurchtotry toassistparentswhowishtoreturn toschoolatnightandhaveno availablechildcare.	3	<i>OpentoAll</i>	MainOffice	
VolunteerTutors Localchurchhasmembers assistingchildrenofFSSclients withschoolworkissues.	2	<i>OpentoAll</i>	MainOffice	
Children’sClothingSwap “Bringsomething.....take something”. Makingclothingavailableto childrenofFSSclients.	13	<i>OpentoAll</i>	MainOffice	
ResumeWorkshops Doneasbothgroupandindividual assistingclientstopresentthebest resumepossibleforjobsearch.	21	<i>OpentoAll</i>	MainOffice	
Interviewskills Conductmockinterviewswith clientsbeforetheygoouttotheir actualjobinterview.Prepare	20	<i>OpentoAll</i>	MainOffice	

themforquestionsaskedand appropriateanswers.				
JobBank Maintain alistingsavailable jobstoassistclients.	22	<i>OpentoAll</i>	MainOffice	
ChristmasIsForChildren Workingwithlocalbusinesses, etc.madesurethateverychild onourprogramexperienceda wonderfulChristmas.	35	<i>OpentoAll</i>	MainOffice	
MonthlyNewsletter Eachmonthnewsletter containingup -comingeeventsand high-lightingclientsuccessesis distributed.Clientsare encouragedtocontributetothis newsletter.	38	<i>OpentoAll</i>	MainOffice	
Localsolicitationforfinancial donations Programset uptorequest financialhelpfrombusinessand civicgroupstoaidclientswith emergencyservicesuchassmall carrepair,dry -cleaning,etc.	3	<i>OpentoAll</i>	MainOffice	
ClientCoffee Socialsituationwhereclientscan meetotherclientsonthe program. Swappingchild -careserviceswith eachotherhas resulted.	5	<i>OpentoAll</i>	MainOffice	
Re-UseIt Twiceayearanearbycommunity requeststhattheirresidentsdrop offanyitemstheycannolonger use.Clientrepresentativesfrom ourprogramvisitthis community andcollectforourdistribution, anyitemsthatcanbeusedbyour clients.Theseitemsofteninclude furniture,computers,TV's,etc.	27	<i>OpentoAll</i>	MainOffice	
ParentingSkills -Seminars givenbyLSWonproper parenting	7	<i>OpentoAll</i>	MainOffice	

## **(2)FamilySelfSufficiencyprogram/s**

### **a.ParticipationDescription**

<b>FamilySelfSufficiency(FSS)Participation</b>		
<b>Program</b>	<b>RequiredNumberofParticipants (startofFY2000Estimate)</b>	<b>ActualNumberofParticipants (As of:DD/MM/YY)</b>

Public Housing	<b>Sec8OnlyN/A</b>	<b>Sec8OnlyN/A</b>
Section 8	9	3804/01/2002

- b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plan to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

### C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - ☒ Informing residents of new policy on admission and reexamination
  - ☐ Actively notifying residents of new policy at times in addition to admission and reexamination.
  - ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
  - ☒ Other: (list below)  
Provided during briefings and when income changes are received from TANF

### D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

### 13. PHA Safety and Crime Prevention Measures **Sec8OnlyN/A**

[24 CFR Part 903.79(m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

### A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

- ☐ High incidence of violent and/or drug -related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug -related crime in the area surrounding or adjacent to the PHA's developments
- ☐ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower -level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug -related crime
- ☐ Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anti crime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plan to undertake in the next PHA fiscal year    Sec 8 Only N/A**

1. List the crime prevention activities the PHA has undertaken or plan to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug -prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at -risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

## C.CoordinationbetweenPHAandthepolice      Sec8OnlyN/A

1.DescribethecoordinationbetweenthePHAandtheappropriatepoliceprecinctsfor carryingoutcrimepreventionmeasuresandactivities:(selectallthatapply)

- ☐ Policeinvolvementindevelopment,implementation,and/orongoing evaluationofdrug -eliminationplan
- ☐ Policeprovidocrimedatatohousingauthoritystaffforanalysisandaction
- ☐ Policehaveestablishedaphysicalpresenceonhousingauthorityproperty(e.g., communitypolicingoffice,officerinresidence)
- ☐ Policeregularlytestifyinandotherwise supportevictioncases
- ☐ PoliceregularlymeetwiththePHAmangementandresidents
- ☐ AgreementbetweenPHAandlocallawenforcementagencyforprovisionof above-baselinelawenforcementservices
- ☐ Otheractivities(listbelow)

2.Whichdevelopmentsaremostaffected?(listbelow)

## D.AdditionalinformationasrequiredbyPHDEP/PHDEPPlan

PHAseligibleforFY2000PHDEPfundsmustprovideaPHDEPPlanmeetingspecifiedrequirements priortoreceiptof PHDEP funds.

- ☐ Yes   ☐ No:Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes   ☐ No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?
- ☐ Yes   ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

## **14.RESERVEDFORPETPOLICY**

[24CFRPart903.79(n)]

## **15.CivilRightsCertifications**

[24CFRPart903.79(o)]

CivilrightscertificationsareincludedinthePHAPlanCertificationsofCompliance withthePHAPlansandRelatedRegulations.

## **16.FiscalAudit**

[24CFRPart903.79(p)]

1. X Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. X Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes X No: Were there any findings as the result of a audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved? **N/A**  
If yes, how many unresolved findings remain? \_\_\_\_
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD? **N/A**  
If not, when are they due (state below)?

## **17. PHA Asset Management Sec 8 Only N/A**

[24 CFR Part 903.79(q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component.  
High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- ☐ Not applicable
- ☐ Private management
- ☐ Development-based accounting
- ☐ Comprehensive stock assessment
- ☐ Other: (list below)
3. ☐ Yes ☐ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.79(r)]

### **A. Resident Advisory Board Recommendations**

1. X Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2.If yes,the comments are:(if comments were received,the PHA **MUST** select one)

☐ Attached at Attachment (Filename)

X Provided below:

Homeownership Opportunities Requested/Childcare Assistance

3.In what manner did the PHA address those comments?(select all that apply)

X Considered comments, but determined that no changes to the PHA Plan were necessary.

☐ The PHA changed portions of the PHA Plan in response to comments

List changes below:

☐ Other:(list below)

### **B.Description of Election process for Residents on the PHA Board**

1.X Yes ☐ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S.Housing Act of 1937?(If no, continue to question 2;if yes, skip to sub -component C.)

See Attachment f

2. ☐ Yes X No: Was there a resident who serves on the PHA Board elected by the residents?(If yes, continue to question 3;if no, skip to sub -component C.)

### 3.Description of Resident Election Process

a.Nomination of candidates for place on the ballot:(select all that apply)

☐ Candidates were nominated by resident and assisted family organizations

☐ Candidates could be nominated by any adult recipient of PHA assistance

X Self-nomination: Candidates registered with the PHA and requested a place on ballot

☐ Other:(describe)

b.Eligible candidates:(select one)

X Any recipient of PHA assistance

☐ Any head of household receiving PHA assistance

☐ Any adult recipient of PHA assistance

☐ Any adult member of a resident or assisted family organization

☐ Other(list)

c.Eligible voters:(select all that apply)

☐ All adult recipients of PHA assistance (public housing and section 8 tenant based assistance)

- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

### C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: Town of Chelmsford Master Plan

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- X The PHA has based its statement of needs of families in the jurisdiction on the need expressed in the Consolidated Plan/s.
- X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Preserve Affordable Housing
- Expand Partnerships
- Expand Rental Assistance
- Assist Homebuyers when applicable
- Increase Supply of Affordable Housing

☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: The Town Manager and Community Development Coordinator have reviewed the plan and expressed agreement with the PHA Plan as submitted.

1. Consolidated Plan jurisdiction: State of Massachusetts

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☐ The PHA has based its statement of needs of families in the jurisdiction on the need expressed in the Consolidated Plan/s.
- X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.



- X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  - Preserve Affordable Housing
  - Expand Partnerships
    - Expand Rental Assistance
    - Assist Homebuyers when applicable
    - Increase Supply of Affordable Housing
  - ☐ Other: (list below)

- 3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)
  - The Chelmsford Housing Authority has submitted this plan for review by the Department of Housing and Community Development and offered written statements to the planning process.

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

### **19.) Substantial Deviation/Significant Amendment or Modification.**

The Chelmsford Housing Authority considers significant amendments and Substantial Deviations to be changes in rent or admissions policies, organization of the waiting list.

The Chelmsford Housing Authority has implemented the Homeownership Program for this fiscal year.

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and III

### Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number      FFY of Grant Approval:      (MM/YYYY)

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non - CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment - Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2 - 19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

**AnnualStatement**  
**CapitalFundProgram(CFP)PartII:SupportingTable**

Development Number/Name HA-Wide Activities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost

**AnnualStatement**  
**CapitalFundProgram(CFP)PartIII:ImplementationSchedule**

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEnding Date)

OptionalTablefor5 -YearActionPlanforCapitalFund(Component7)

Completeonetableforeachdevelopmentinwhichworkisplannedinthenext5PHAfiscalyears.CompleteatableforanyPHA plannedinthenext5PHAfiscalyear.Copythistableasmanytimesasnecessary.Note:PHAsneednotincludetheinformationfromYearOneofthe5 information isincludedintheCapitalFundProgramAnnualStatement.

-widephysicalormanagementimprovements  
-Yearcycle,becausethis

Optional5 -YearActionPlanTables				
Development Number	DevelopmentName (orindicatePHAwide)	Number Vacant Units	%Vacancies inDevelopment	
DescriptionofNeededPhysicalImprovementsorManagement Improvements			Estimated Cost	PlannedStartDate (HAFiscalYear)
Totalestimatedcostovernext5years				

**OptionalPublicHousingAssetManagementTable**

SeeTechnicalGuidanceforinstructionsontheuseofthistable, includinginformationtobeprovided.

PublicHousingAssetManagement								
Development Identification		ActivityDescription						
Name, Number, and Location	Numberand Typeofunits	CapitalFundProgram PartsIIandIII Component7a	Development Activities Component7b	Demolition/ disposition Component8	Designated housing Component9	Conversion Component10	Home- ownership Component 11a	Other (describe) Component 17

## **Resident Member of the Chelmsford Housing Authority Board of Commissioners**

The Chelmsford Housing Authority does have a Section 8 Participant on the Board of Commissioners. The Governor of Massachusetts appointed this individual.

This individual expressed interest after a general mailing to all Section 8 and State Public Housing residents.



## Progress Towards Five Year Plan

The Chelmsford Housing Authority is pleased to announce that the following goals have been met:

### **HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

The Authority has applied for 80 new fair share vouchers and is applying for an additional 75 Mainstream Voucher this fiscal year.

Private donations will be made to the Authority this year in excess of \$100,000 from the private sector to be used as seed money for new affordable housing development.

The CHA is working with a private developer to build 144 new units with at 20% set aside for Section 8 Voucher Participants.

### **PHA Goal: Increase assisted housing choices**

The Authority is pleased to state that a new handbook has been established to assist with educating landlords about the Section 8 Program. New units have been identified and the CHA is pursuing new landlords with great success.

### **HUD Strategic Goal: Improve community quality of life and economic vitality**

The Chelmsford Housing Authority is pleased to announce that there are expanded relationships with agencies that serve the disabled, elderly and minority groups. The Authority has an outreach coordinator on staff that assists with accessing supportive services within the community. Partnerships with churches have increased opportunities for families.

### **HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

New partnerships with employment agencies and expanded counseling are offered to improve credit worthiness of participants. A new non-profit will be formed to raise additional funds.

### **HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans**

The Authority has expanded its base of support agencies to provide greater advocacy for all participants.

### **Strategic Partnering**

- X Educate community regarding role of the Authority –In progress
- X Build strong ties to local government –In progress
- X Cultivate housing opportunities with developers –In progress
- X Conduct outreach to areas schools, colleges and universities to bring additional opportunities to families receiving assistance. –In progress

This past fiscal year has been outstanding. The Authority has exceeded its expectations and looks forward to meeting even more goals.

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This past fiscal year has been outstanding. The Authority has exceeded its expectations and looks forward to meeting even more goals.

**1. Why is project based assistance instead of tenant based assistance?**

The Chelmsford Housing Authority believes that project based assistance will increase the available supply of housing units in specific areas of town for a set number of years. In addition, private developers are more willing to develop new housing stock if there is a portion set aside with project based vouchers. In addition, there are many supportive service providers with housing units that are unsubsidized and the assistance would provide affordable housing to those who are disabled and elderly and in need of support.

**2. Location of proposed project based units:**

The Authority has identified the following locations:

86 Richardson Road, N. Chelmsford, MA – 16 – one bedroom new construction elderly units with supportive services.

48 units of Supportive Housing for the Disabled in the communities of Chelmsford, Westford, Tyngsboro and Dracut.

The Section 8 Project Based Addendum was approved with last year's plan.

## Resident Advisory Board

The Chelmsford Housing Authority began conducting outreach to the participants of our Section 8 Program to encourage participation in the development of an RAB. Fliers were mailed to every participant on the program encouraging them to attend the meeting scheduled for November 15, 2001 at our offices. Refreshments were even offered. The flier explained the intention of the Authority to solicit their input for the development of the One Year Plan.

The letters specifically informed the Section 8 Participants that if no one attended the meeting, all of the Section 8 Participants would be included on the Resident Advisory Board. No one attended the November 15, 2001 meeting and the CHA followed through with placing everyone on the Section 8 Program being placed on the RAB.

During the period of comment and review of the plan, the CHA staff asked every Section 8 Participant when they came into the office if they had any comments on the plan or if they wanted to offer any suggestions. The one comment that was verbally offered was that families wanted expanded homeownership opportunities and childcare.

The RAB consists of all Section 8 Participants administered by the Chelmsford Housing Authority.

**Chelmsford Housing Authority**  
**Housing Choice Voucher Homeownership Program**  
**Administrative Plan**

The intent of the Chelmsford Housing Authority ("CHA") Housing Choice Voucher Homeownership Program ("Program") is to provide families of low-income, disabled families and elderly families who are eligible for Section 8 rental assistance the option of utilizing this assistance in purchasing a home.

The implementation of this option will provide eligible voucher holders the ability to expand their housing opportunities beyond the rental market and use their assistance to purchase homes in the communities of their choice.

The Program provides the potential homebuyer with assistance with the repayment of a mortgage loan for a maximum period of 15 years. There is no term limitation in providing assistance for disabled or elderly families that are eligible for and participate in the Program.

Participation in the Program is strictly voluntary. All participating families must meet the HUD established requirements for admission and participation in the Housing Choice Voucher Rental Program prior to exercising the homeownership option.

Families who wish to exercise the homeownership option must meet all regulatory and discretionary program requirements as set forth in this document.

**Eligibility Requirements for Participation**

The CHA will not provide homeownership assistance to a family unless it determines that the family satisfies all of the following initial requirements at commencement of homeownership assistance for the family.

- The family has been admitted to the Section 8 Housing Choice Voucher Program and is a Family Self Sufficiency Participant for one year.
- The family satisfies any first-time homeowner requirements
- The family satisfies the minimum income requirement
- The family has not defaulted on a mortgage securing debt to purchase a home under the homeownership option
- Except for cooperative members who have acquired cooperative shares prior to commencement of homeownership assistance, no family member has a present ownership interest in a residence at the commencement of homeownership assistance for the purchase of a home
- Except for cooperative members who have acquired cooperative shares prior to commencement of homeownership assistance, the family has entered a contract of sale provision as outlined in this document.

### **First-time Homebuyer Requirement**

The Program is generally limited to first-time homebuyers and/or a family that owns or is acquiring a home under a CHA approved lease-purchase agreement or through the purchase of shares in a cooperative. (24CFR 982.4)

To qualify as a first-time homebuyer, the family shall not have had an interest in a residence of any family member for at least three years prior to the receipt of home ownership assistance. Additionally, no family member may have a present ownership interest in a second residence while receiving home ownership assistance.

A first-time homebuyer definition includes:

- A single parent or displaced homemaker who, while married, owned a home with his or her spouse or resided in a home owned by his or her spouse.
- A family that has a member who is disabled and the use of the home ownership option is needed as a reasonable accommodation.

### **Eligible Units**

The home ownership assistance may only be used for the purchase of a one unit property or single dwelling unit in a cooperative or a condominium, both units of a duplex and multi-family homes are not eligible under the program. An eligible unit may be one that is either currently under construction or an existing structure.

The CHA will not approve the unit for purchase if the CHA has been informed by HUD or any other source that the seller has been disbarred, suspended or subject to limited denial of participation under CFR part 24.

### **Employment Requirement**

The statutory employment requirement stipulates that one or more adult members of the family that will own the home is currently employed on a full-time basis, not less than an average of 30 hours a week and has been continuously employed during the year before the receipt of the home ownership assistance.

The employment requirement only applies at the time that the family initially receives home ownership assistance and does not apply to an elderly or disabled family. The CHA may in its discretion determine whether an interruption in employment is considered permissible in satisfying the employment requirement. The CHA may consider successive employment opportunities during the one-year period or self-employment.

The employment requirement does not apply to an elderly or disabled family. Additionally, if a family other than an elderly or disabled family includes a person with disabilities, the CHA will grant an exemption for the employment requirement if it determines that the exemption is needed as a reasonable accommodation.

### **Income Requirement**

A family may not participate in the HCVHP unless the family's gross income is at least two times the voucher payment standard or any other amount established by HUD. In addition, the adult family members who will own the home must have gross income that is equal to 2,000 hours of annual full-time work at the prevailing Federal minimum wage.

The minimum income requirement will only be used in determining initial program qualification and not as a continuing program requirement. The minimum income requirement will only be used again if the family purchases an additional home with Section 8 assistance.

The CHA will not provide home ownership assistance to a family, with the exception of an elderly or disabled family, if welfare assistance is being used to satisfy the minimum income requirement. The CHA will only disregard welfare income as it applies in determining the family's eligibility for program participation. Welfare assistance income will continue to be counted in determining eligibility for admission to the HCVHP, calculating the amount of the family's total tenant payment and in calculating the amount of monthly home ownership assistance payment for a family assisted under the home ownership option.

Welfare assistance of an elderly or disabled family will be used in determining the minimum income requirement for home ownership assistance. The use of welfare assistance in determining the minimum requirement does not apply to families that include a disabled member other than the head of the household or spouse.

### **Housing Counseling Requirement**

Once the family has been determined eligible to participate in the Program and prior to the commencement of assistance, the family must attend and satisfactorily complete a pre-assistance home ownership and housing counseling program provided for or approved by the CHA. The topics that are to be included in the home ownership and housing counseling program are:

- Home maintenance
- Budgeting and money management

- Credit counseling and credit repair
- How to negotiate the purchase price of a home
- How to obtain homeownership financing and loan preapprovals
- How to find a home
- Fair Housing information

The CHA may also require additional counseling after the commencement of homeownership assistance. If the CHA offers a post-purchase counseling program, it will have the discretion to determine whether the family is required to participate in this type of counseling.

### **Financing**

All families that are selected to participate in the Program are required to secure their down financing. Voucher HAP funds may not be used to assist with financing costs such as down payment and closing costs. The proposed financing terms must be submitted to and approved by the CHA. The CHA shall determine the affordability of the proposed financing and may disapprove of the proposed financing or refinancing if it determines that the debt is unaffordable to the participating family.

The CHA will take into account family expenses such as child care, unreimbursed medical expenses, homeownership expenses, and other family expenses as determined by the CHA when determining affordability.

The CHA may review lender qualifications and the terms of the loan before it authorizes the commencement of homeownership assistance. The CHA is not under any obligation to provide assistance if it determines that the lender or the loan terms do not comply with program requirements.

If the purchase of the home is financed with FHA mortgage insurance, the financing is subject to FHA mortgage insurance requirements. The financing will be provided, insured, or guaranteed by the state or Federal government; comply with secondary mortgage underwriting requirements; or comply with generally accepted private sector underwriting standards.

### **Down Payment and Closing Costs**

The CHA will require that participants of the Program provide a 3% down payment towards the purchase of the home. One percent of the down payment must come directly from the participant; the other 2% may come from other sources available to the participant.

The participant will also be responsible for the payment of the closing costs or settlement costs that are customarily incurred upon the sale of a property. Closing costs include title insurance fees, escrow fees, attorney costs and other necessary fees associated with the purchase of a home.



## **Home Inspections**

In accordance with 24CFR982.631, the CHA will require that the unit pass both a Housing Quality Standards (“HQS”) inspection that will be conducted by the CHA or its designee and an independent professional home inspector selected and paid for by the family.

The CHA will not require that the family use an independent inspector selected by the CHA or will the inspector be an employee, contractor or any other person under its control. The independent inspector must be qualified to report on property conditions including major building systems and components including:

- Foundation and structure
- Housing interior and exterior
- Roofing
- Plumbing
- Electrical
- Heating systems

The independent inspector must provide a copy of the inspection report to both the family and the CHA. The CHA will not commence with homeownership assistance for the family until the CHA has reviewed the inspection report of the independent inspector and shall have the discretion to disapprove the unit for assistance under the Homeownership option because of information contained in the inspection report even if the unit complies with HQS and would be eligible for assistance under the CHA’s Tenant-based voucher program.

## **Contract of Sale**

The CHA will not commence with assistance under the homeownership option until the family enters into a contract for sale with the seller and provides the CHA with a copy of the sales contract.

The contract of sale that is entered into between the seller and the family must include:

- The price and other items of the sale by the seller to the purchaser
- That the purchaser has the right to arrange a pre-inspection of the dwelling unit by an independent inspector selected by the purchaser
- That the purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser
- The purchaser is not obligated to pay for any necessary repairs
- A certification from the seller that the seller has not been debarred, suspended or subject to a limited denial of participation under 24CFR part 24.

### **Term of Assistance**

The maximum term of home ownership assistance shall be for 15 years if the term of the mortgage is 20 years or more. If the term of the financing is less than 20 years, the maximum term of assistance shall be 10 years.

The maximum term for assistance does not apply to elderly or disabled program Participants. The exception to the term limitations for elderly participants only applies if the family qualified as an elderly family at the commencement of the home ownership assistance. In the case of a disabled family, the exception applies if at any time during the receipt of home ownership assistance the family qualifies as a disabled family.

If the family initially qualified as an elderly or disabled family at the commencement of the home ownership assistance and during the course of the home ownership assistance ceases to qualify as an exception family, the maximum term of assistance becomes applicable from the date that home ownership assistance originally commenced.

### **Amount of Assistance**

The CHA shall pay a monthly home ownership assistance payment on behalf of the family, while the family resides in the home, an outside amount that is equal to the lower of:

- The payment standard minus the total tenant payment or
- The family's monthly home ownership expenses minus the total tenant payment

The payment standard for the family is the lower of:

- The payment standard for the family unit size or
- The payment standard for the size of the home

The payment standard will never be less than the payment standard in effect at the commencement of the initial home ownership assistance.

If the home is located in an exception payment standard area, the CHA will use the appropriate payment standard for the exception payment standard area. The CHA will use the same payment standard schedule, payment standard amounts and subsidy standards for the home ownership option as for the rental voucher program.

### **Determination of Home Ownership Expenses**

The CHA has adopted the following home ownership expenses for the homeowner. These expenses are:

- Principal and interest on initial mortgage debt
- Principal and interest on the refinancing of the mortgage debt
- Mortgage insurance premiums required to finance the purchase or refinancing of the home
- CHA allowance for utilities
- Real estate taxes
- Public assessments on the home
- Home insurance costs
- Allowance for maintenance expenses \$50.00
- Allowance for costs of major repairs and replacements \$100.00
- Principal and interest of debt incurred to finance major repairs or home accessibility

If the home is a cooperative or condominium, home ownership expenses may include cooperative or condominium operating charges or maintenance fees assessed by the condominium or cooperative home ownership association.

At its discretion, the CHA will pay home ownership payments either directly to the first mortgage lender or to the family. If the CHA opts to pay the lender directly and the assistance payment exceeds the amount due to the lender, the CHA will pay any excess directly to the family.

### **Recapture of Homeownership Assistance**

The CHA shall recapture a percentage of homeownership assistance upon the sale or refinancing of the home. Program participants will be subject to the recapture provision if they sell or refinance their unit within 10 years of its initial purchase.

The amount of homeownership assistance subject to the recapture requirement will be automatically reduced in annual increments of 10% beginning one year from the date of purchase. At the end of 10 years the amount of homeownership assistance subject to recapture will be zero.

Upon purchase of the home, a family receiving homeownership assistance shall execute documentation, consistent with State and local law that secures the CHA's right to recapture assistance.

The recapture amount shall be determined using the actual sales price of the home, unless the sale is to an identity-of-interest entity. In the case of an identity-of-interest entity transaction, the CHA shall establish a sales price based upon fair market value.

#### **Recapture Amount for Sales**

If the program participant decides to sell the unit, the CHA shall recapture homeownership assistance in the amount equaling the lesser of:

- The amount of assistance provided to the family less the 10% annual assistance adjustment or
- The difference between the sales price and the purchase price of the home less the cost of any capital expenditures, costs incurred by the family in the sale of the home, the amount of the difference between the sales price and purchase price that is being used, upon sale, towards the purchase of a new home under the Section 8 Homeownership program and any amounts that have been previously recaptured.

#### Recapture Amount for Refinancing

In the case of refinancing of the home, the recapture amount shall be an amount equaling the lesser of:

- The amount of assistance to the family less the 10% annual assistance adjustment or
- The difference between the current mortgage debt and the new mortgage debt minus the cost of any capital expenditures, the costs incurred by the family in the refinancing of the home and any amounts that have been previously recaptured.

#### Portability of Homeownership Assistance

A family may qualify to move and purchase a home outside of the CHA's jurisdiction with continued homeownership assistance if the receiving PHA is administering a voucher homeownership program and is accepting new homeownership families.

The family must attend the briefing and counseling sessions required by the receiving PHA. The receiving PHA will determine whether the financing for and the physical condition of the unit are acceptable.

#### Continued Assistance Requirements and Family Obligations

The CHA will provide homeownership assistance only while the family is residing in the home. If the family moves out of the home, the CHA will not continue with homeownership assistance after the month that the family moves out. The family may not convey or transfer the home to any entity or person other than a member of the assisted family while receiving homeownership assistance.

The family must comply with any post-purchase counseling requirements in effect at the time of the commencement of homeownership assistance. Additionally, the family must comply with the terms of any mortgage securing debt incurred to purchase or refinance the home.

The family must supply the CHA any information that it deems necessary in the administration of the homeownership program.

### **Denial or Termination of Homeownership Assistance**

The CHA will terminate homeownership assistance and shall deny voucher rental assistance if the participating household is found to be in violation of the provisions set forth in 24 CFR 982.552 (Grounds for denial or termination of assistance) and in 24 CFR 982.553 (Crime by family members). The CHA may also deny or terminate assistance for violation of participant obligations as described in 24 CFR 982.551 (Obligations of the participant).

The CHA will terminate voucher homeownership assistance for any member of the family receiving homeownership assistance that is dispossessed from the home pursuant to a judgment or order of foreclosure on any mortgage.

The CHA may in its discretion permit the family to move to a new unit with continued voucher rental assistance. However, the family must be denied assistance if

- The family defaulted on an FHA insured mortgage and
- The family fails to demonstrate that it has conveyed title to the home, as required by HUD and that the family has moved from the home within the period established or approved by HUD.

### **Administrative Fee**

The CHA shall be paid the administrative fee described in 24 CFR 982.152(b) for each month that homeownership assistance is paid by the CHA on behalf of the participant family.

### **CHA Discretionary Housing Choice Voucher Homeownership Option Provisions**

- Eligible applicants must have successfully completed an initial Section 8 lease prior to participation or have demonstrated that they have met the material terms and conditions of their lease while a tenant in another subsidized program or in a market rent situation.
- The CHA may limit the number of families requesting the homeownership option. In any year, the number of participating families will not exceed ten.
- Successful graduates and current participants of the CHA Family Self Sufficiency program will be given preference over non-FSS program participants.
- The CHA reserves the right to determine a “permissible interruption” in satisfying the mandatory employment requirement.
- Participating families will be required to successfully complete any post-purchase program that the CHA determines is necessary. If a family fails to fulfill its obligation in attending a post-purchase program, the CHA reserves the right to discontinue homeownership assistance.

- The initial search period for participating in the Program will be for 12 months and will commence upon the successful completion of the mandatory first -time homebuyer program.
- If the family is unable to find a home after the initial 12 month search period has lapsed, the family will again be required to participate in a first -time homebuyer program
- Participation in the homeownership program shall continue until such time as the assistance payment amounts to \$0 for a period of 6 consecutive months.
- If the family defaults on the mortgage, the CHA may provide rental assistance to the family if it determines that the default was through no fault of the participating family.



Board of Directors

Executive  
Director

2000 Chart

Administrative  
Assistant

Asst. Executive  
Director

FSS Program  
Manager

Supportive Service  
Manager

HCV Manager

Asst. HCV  
Manager

Maintenance  
Director

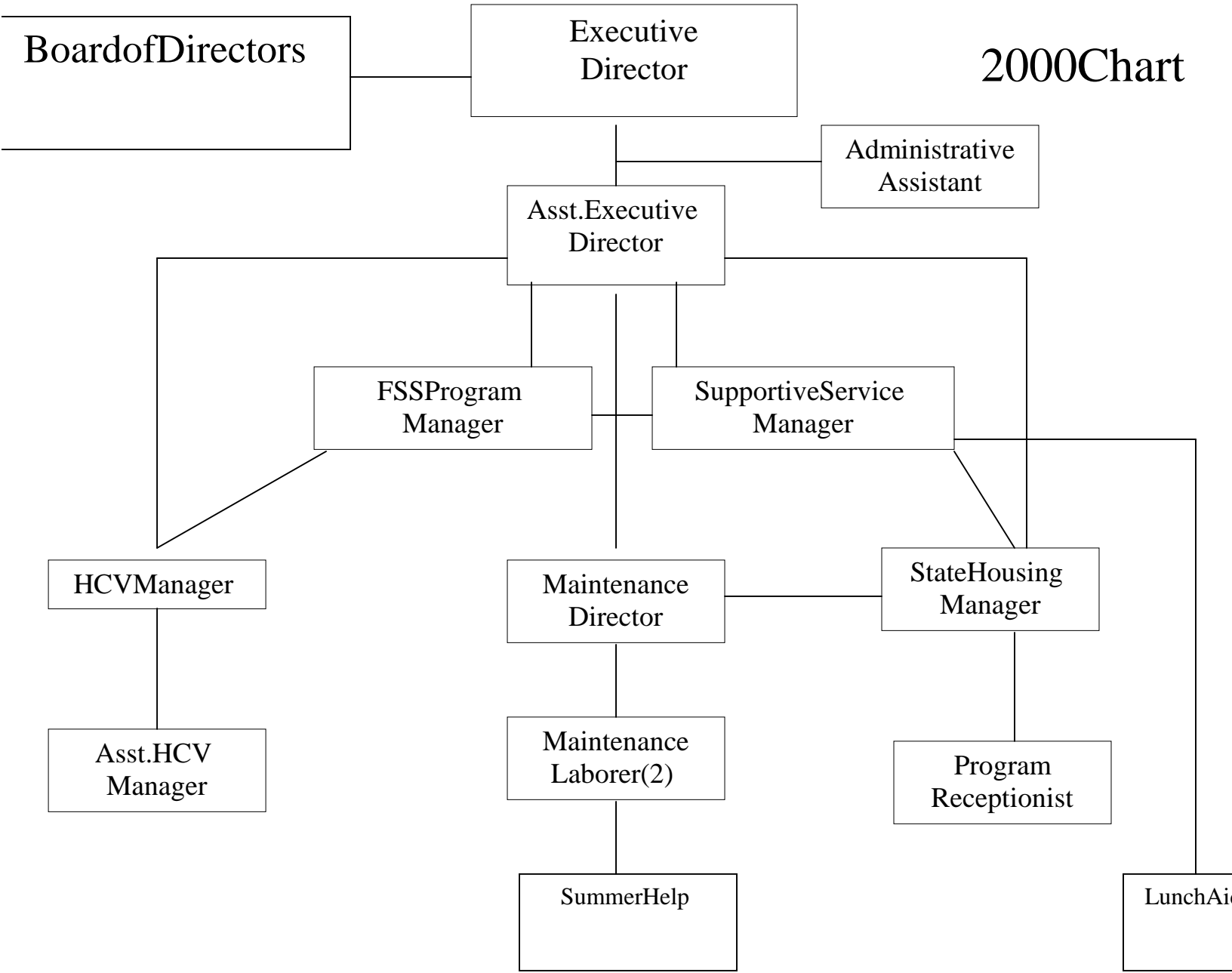
Maintenance  
Laborer(2)

Summer Help

State Housing  
Manager

Program  
Receptionist

Lunch Aide





## **HCV Homeownership Capacity Certification**

The Chelmsford Housing Authority requires that the homeowner have a down payment of at least 3 percent of which 1 percent must come from the family's own resources.

In addition, the financing will be provided, insured, or guaranteed by the state or Federal government; comply with secondary mortgage underwriting requirements; or comply with generally accepted private sector underwriting standards.

The CHA has also requested additional funding under this year's NOFA for additional hours for our FSS Program Manager to administer this program. The CHA has the capacity to administer this program and you will see an attachment of the Administrative Policy as another attachment.